

STAT

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FEDERAL EMPLOYEE REPORTS OF UNSAFE OR
UNHEALTHFUL WORKING CONDITIONS AT THE FIELD
REGIONAL AND HEADQUARTERS LEVELS

Provide the following information on Federal Employee Reports:

I. Field (Local) Level Activity

NA

Number of Employee Reports Received _____
Number of Employee Reports Investigated _____
Number of Employee Reports Abated _____
Cost of Abating Reported Conditions \$ _____

II. Regional (Mid) Level Activity

NA

Number of Employee Reports Initially
Received at the Regional Level _____
Number of Employee Reports Forwarded
from the Field Level _____
Number of Employee Reports Investigated _____
Number of Reported Conditions Abated _____
Cost of Abating Reported Conditions \$ _____

III. Headquarters - Designated Safety & Health Official (DSHO) Level

Number of Employee Reports Initially
Received at Headquarters Level 36
Number of Employee Reports Forwarded to
Regional or Field Level for Investigation 0
Number of Employee Reports Investigated
by DSHO 0
Number of Employee Reports Investigated
by Safety and Health Professionals 36
Number of Reported Conditions Abated 32
Cost of Abating Reported Conditions \$ NA

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ATTACHMENT 2

CY 1979 Expenditures for Occupational Safety and Health

Provide the figures for CY 1979 in the following table:

| | \$ Requested | \$ Allocated | \$ Actually Expended |
|--|--------------|--------------|----------------------|
| Professional Staff ¹ | \$250,000 | \$236,000 | \$236,000 |
| OSH Training for: | | | |
| Professional Staff | 7,600 | 6,000 | 6,000 |
| Management ² | | | |
| Supervisors ² | | | |
| Employees ² | | | |
| Abatement of Hazards | | | |
| Promotion of OSH Program | 3,900 | 3,900 | 3,900 |
| Administration ² | | | |
| Personal Protective Equipment ² | | | |
| Other | | | |
| TOTAL | \$261,500 | \$245,900 | \$245,900 |

1. Represents the budget of the CIA Safety Office (salaries, travel, equipment, supplies), with exceptions of training and promotion of OSH program.

2. The costs for safety training, abatement of hazards and personal protective equipment is borne by the applicable components and the figures are not available.

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ATTACHMENT 3

ADMINISTRATION OF SAFETY AND HEALTH PROGRAM

AGENCY NAME Central Intelligence Agency
ADDRESS Washington, D.C. 20505

AGENCY HEAD NAME STANSFIELD TURNER
TITLE Director
ADDRESS Central Intelligence Agency
Washington, D.C. 20505

AGENCY DESIGNATED
SAFETY AND HEALTH OFFICIAL NAME Don I. Wertman
TITLE Deputy Director for Administration
ADDRESS Central Intelligence Agency
Washington, D.C. 20505
PHONE NO.

25X1

AGENCY SAFETY
AND HEALTH
(COORDINATOR,
DIRECTOR, CHIEF,
MANAGER, ETC.) NAME
TITLE Safety Officer

25X1

GRADE LEVEL GS-15 JOB SERIES Safety Manager (018)
ADDRESS Central Intelligence Agency
Washington, D.C. 20505
PHONE NO.

25X1

ATTACHMENT 3 (CONT)

ADMINISTRATION OF SAFETY AND HEALTH PROGRAM

AGENCY SAFETY
AND HEALTH
(COORDINATOR,
DIRECTOR, CHIEF,
MANAGER, ETC.)

NAME

25X1

TITLE Health Official

GRADE LEVEL GS-16

ADDRESS Central Intelligence Agency

Washington, D.C. 20505

PHONE NO.

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ATTACHMENT 4

FULL-TIME OCCUPATIONAL SAFETY & HEALTH STAFFING
IN HEADQUARTERS & FIELD UNITS

| | GS GRADES | | | | | | | | | | | | | |
|---|-----------|----|------|----|----|----|----|----|----|----|----|----|----|----|
| | 5-8 | | 9-11 | | 12 | | 13 | | 14 | | 15 | | 16 | |
| | HQ | FU | HQ | FU | HQ | FU | HQ | FU | HQ | FU | HQ | FU | HQ | FU |
| SAFETY ENGINEER (803) | | | | | | | | | | | | | | |
| SAFETY SPECIALIST (018) | | | 2 | | 1 | | | | | | | | | |
| SAFETY TECHNICIAN (019) | | | | | | | | | | | | | | |
| INDUSTRIAL HYGIENIST (690) | | | | | 1 | | | | | | | | | |
| FIRE PROTECTION ENG. (804) | | | | | 1 | | | | | | | | | |
| FIRE PROTECTION AND PREVENTION (081) | | | | | | | | | | | | | | |
| OTHER FULL-TIME (SPECIFY) | | | | | | | | | | | | | | |
| SAFETY MANAGER (018) | | | | | | | 1 | | | | 1 | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| TOTAL FULL-TIME | | | 2 | | 3 | | 1 | | | | 1 | | | |

HQ=HEADQUARTERS

FU=FIELD UNITS

NUMBER OF EMPLOYEES:

Headquarters Classified

Field Units Classified

Total

VACANCIES IN SAFETY & HEALTH STAFFING:

Headquarters None

Field Units None

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ATTACHMENT 5

SAFETY & HEALTH STAFFING OF FIELD UNITS

DIRECTIONS: List the agency field units and provide the requested information for each unit in the following table. Define organizationally the term "field unit" relative to the agency mission, size and organization. The table should include both full-time and collateral-duty personnel. For field units staffed with collateral-duty personnel, the number of personnel and the total work (in man-years) spent on safety and health should be entered for each grade level. For example, a field unit with three GS-7 collateral-duty safety and health personnel, each devoting 40% of his work time to safety and health activities, would expend a total of 1.2 man-years for that grade on safety and health activities. This would be entered in the table as 3(1.2) in the CD column for the GS 5-8 grade level.

DEFINITION OF FIELD UNIT: A facility or installation away from the
Washington, D.C. area under the official control of Central Intelligence
Agency personnel.

| FIELD UNITS (NAMES, ADDRESSES AND AVERAGE EMPLOYMENT) | GS GRADES | | | | | | | | | | | | | |
|---|-----------|----|------|----|----|----|----|----|----|----|----|----|----|----|
| | 5-8 | | 9-11 | | 12 | | 13 | | 14 | | 15 | | 16 | |
| | FT | CD | FT | CD | FT | CD | FT | CD | FT | CD | FT | CD | FT | CD |
| Classified | | | | | | | | | | | | | | |

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ATTACHMENT 6

FULL-TIME OSH PROFESSIONALS

Directions: Complete this form for each full-time professionals at both the headquarters and field levels indicated on Attachment 4. The professionals should be in the job series GS 803, 018, 019, 690, 804 and 081. Include Agency and Sub-agency identification in the work address.

NAME Classified

TITLE _____

JOB SERIES _____ GRADE LEVEL _____

WORK ADDRESS _____

TELEPHONE _____ (COMMERCIAL)

_____ (FTS OR OTHER)

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| TITLE OF COURSE | LENGTH OF COURSE (Hours) | NUMBER OF EMPLOYEES TRAINED | | | | | | |
|---|--------------------------|------------------------------|-------------------------------|------------|-------------|---------------|-----------|-----------------------|
| | | OSH FULL-TIME PROFESSIONALS* | COLLATERAL DUTY OSH PERSONNEL | MANAGEMENT | SUPERVISORS | EMPLOYEE REPS | EMPLOYEES | OSH COMMITTEE MEMBERS |
| Basic Safety & Health | 44 | | 7 | | | | | 25X1 |
| Basic Safety & Health | 52 | | 4 | | | | | |
| Advanced Safety Survey | 40 | | 5 | | | | | |
| Basic Safety | | | | | | | | |
| Familiarization | 16 | | | | | | | |
| Safety Training - Security Escorts | 8 | | | | | | | |
| Safety Training - Security Officers | 8 | | | | | 1 | | |
| Women's Safety | 2 | | | | | 6 | | |
| Fire Safety | 2 | | | 1 | 1 | | | |
| Safety Instruction - Collateral Duty | 1 | | 44 | | | | | |
| Safety & Health Orientation | 1 | | | | | | | |
| Safety Orientation | 1 | | | | | | | 8 |
| Cardiopulmonary Resuscitation | 8 | | | | | | | |
| Electrical Safety | 51 | 1 | | | | | | |
| OSHA for Other Federal Agencies | 80 | 2 | | | | | | |
| Transportation of Hazardous Materials | 40 | 1 | | | | | | |
| Introduction to Industrial Hygiene | 72 | 2 | | | | | | |
| Accident Investigation | 48 | 1 | | | | | | |
| Recog/Eval. & Control of Ionizing Radiation | 72 | 1 | | | | | | |
| Cardiovascular Health Course | 48 | 1 | | | | | | |

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ATTACHMENT 8

OCCUPATIONAL INJURIES & ILLNESSES FOR CY 1979, 1978, and 1977

| CALENDAR YEAR | NUMBER OF FATALITIES | | | | | TOTAL EMPLOYMENT | TOTAL EMPLOYEE HOURS WORKED |
|------------------|-------------------------|--------------------|-----------------|--------------------|-----------------|---------------------|--------------------------------------|
| | | INJURIES | | ILLNESS | | | |
| | | NO LOST WORKDAY | LOST WORKDAY | NO LOST WORKDAY | LOST WORKDAY | | |
| 1979 | 0 | 140 | 141 | 17 | 6 | NA | NA |
| 1978 | 3 | 151 | 125 | 17 | 5 | NA | NA |
| 1977 | 2 | 130 | 100 | 19 | 7 | NA | NA |

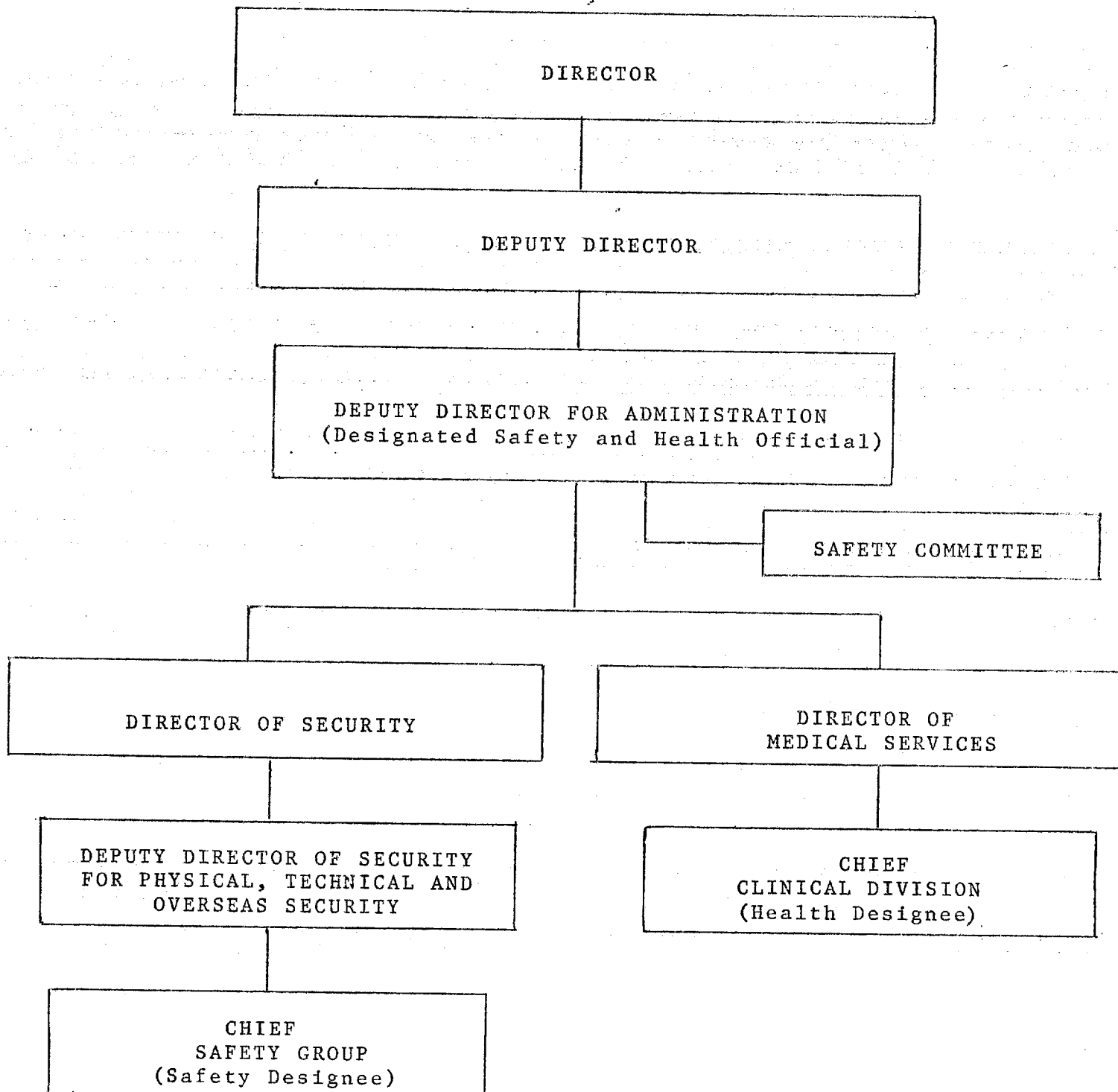
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ATTACHMENT 9

CENTRAL INTELLIGENCE AGENCY



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SAFETY AND HEALTH

17 July 1979

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SAFETY AND HEALTH POLICY FOR THE
CENTRAL INTELLIGENCE AGENCY

1. It is the policy and intent of the Central Intelligence Agency to administer the Agency Safety and Health Program in accordance with provisions of applicable Federal directives to ensure that employees work in a safe and healthful environment. This policy will be effective only to the extent that each employee supports and participates in the program.
2. The Agency Safety and Health Program is concerned not only with the elimination of conditions that could cause injuries and illnesses to our personnel, but also with preventive measures to avoid damage or loss of property or equipment by fire or other mishap. The human suffering, time lost from work, and economic waste resulting from these conditions are of serious concern to the Agency.
3. The Deputy Director for Administration is the CIA Safety and Health Official. The CIA Safety and Health Official is assisted by the CIA Safety Committee which is composed of members representing Agency components, the CIA Safety Officer, and the CIA Health Officer.
4. Operating Officials, Heads of Independent Offices, and supervisors are responsible for developing and maintaining a spirit of cooperation in achieving a safe and healthful working environment. Operating Officials, Heads of Independent Offices, and supervisors have the best opportunity to observe work habits and influence employee attitudes and to ensure that immediate action is taken to correct unsafe or unhealthful working conditions or practices.
5. Employees are encouraged to give full support to this program by complying with the Agency's occupational safety and health standards, developing and following personal safety practices, and notifying their supervisor and component safety officer of any unsafe or unhealthful working conditions. If an employee is not satisfied after reporting such a condition to these officials, the CIA Safety Officer should be advised of the condition. No employee will be subjected to reprisal by virtue of having reported any unsafe or unhealthful working condition or having participated in the program.

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17 July 1979

6. Full details of the Agency Safety and Health Program, as well as procedures to be followed by employees seeking assistance in correcting unsafe or unhealthful working conditions, may be found in [REDACTED]

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7. I will continue to give my full support to the Agency Safety and Health Program and trust that each of you will do the same in your areas of responsibility.

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✓ Frank C. Carlucci
Deputy Director of Central Intelligence

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PROCUREMENT, MAINTENANCE, AND USE
OF PERSONAL PROTECTIVE EQUIPMENT

1. Section 19, paragraph (a)(2) of the Occupational Safety and Health Act of 1970, Public Law 91-596, states that the head of each agency shall "acquire, maintain, and require the use of safety equipment, personal protective equipment and devices reasonably necessary to protect employees."

2. Subpart 1, Section 1910.132, paragraph (a) of the Occupational Safety and Health standards promulgated by the Secretary of Labor, states that "protective equipment, including personal protective equipment for eyes, face, head and extremities, protective clothing, respiratory devices and protective shields and barriers, shall be provided, used and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards, processes, environment, chemical hazards, radiological hazards or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact."

3. Funding authority for this equipment is provided in Title 5, U.S.C.A., Section 7903. Special provisions are made for prescription ground safety glasses and in some cases eye examinations. Eye refraction examinations for prescription safety glasses may be authorized at Government expense only in those instances where the employee involved had not previously worn glasses or where it is administratively determined that his or her present prescription (or glasses) is inadequate.

4. In compliance with the aforementioned, it is Agency policy to take all reasonable steps to facilitate the procurement and to enforce the subsequent use where necessary of such personal protective equipment. Agency supervisors will consult with personnel of the Office of Security's Safety Branch, [redacted] to determine the need for this type of equipment for employees in their respective work areas. In this regard, it is noted that supervisors should be aware that they are ultimately responsible for ensuring that the necessary personal protective equipment is procured and properly maintained, that employees are trained in the use of such equipment, and that employees comply with requirements for its use.

DON I. WORTMAN
Deputy Director
for
Administration